



## PERSON SPECIFICATION

Job Title: Progress Leader

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level, including English and Mathematics</li> <li>Computer literate in Microsoft Office packages (especially Excel)</li> </ul>	<ul style="list-style-type: none"> <li>Formal safeguarding training to Level 1 or higher</li> <li>First aid qualification</li> </ul>
<b>Previous experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using software including SIMs, ALPS and 4matrix to track progress</li> <li>Evidence of raising standards or improving outcomes for young people</li> <li>Experience of mentoring</li> </ul>
<b>Skills, knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Excellent communication skills both written and verbal</li> <li>Ability to communicate effectively with children, parents and other staff</li> <li>Strong numeracy skills</li> <li>Good planning and organisational skills</li> <li>Methodical and diligent approach to tasks and data management</li> <li>Knowledge of a range of issues relevant to education</li> </ul>	<ul style="list-style-type: none"> <li>Higher competence in ICT as a tool for educational transformation</li> <li>Knowledge of national policy in relation to key stage 4 qualifications and curriculum</li> </ul>
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>The ability to develop strong working relationships with students and staff, and with staff from outside agencies</li> <li>Willingness to work as part of a team</li> <li>Ability to be professionally discreet and to respect confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of commitment to continued professional development and training</li> <li>Experience of co-ordinating workshops and programmes of intervention</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A commitment to ensuring that every student achieves their potential</li> <li>Patient, calm and resilient</li> <li>Ability to work under pressure</li> <li>Professional attitude to work, especially when representing the school</li> <li>To be able to speak fluent English to an appropriate standard</li> <li>Ability to support Whole School Safeguarding Policies &amp; Procedures</li> <li>Suitability to work with children, including relevant DBS checks</li> <li>Ability to work independently</li> <li>Ability to manage time effectively and prioritise workload</li> <li>Ability to empathise with students in a 11-18 setting</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility and ability to use own initiative</li> <li>Ability to plan ahead and manage time effectively</li> </ul>